



ADUR & WORTHING COUNCILS

Sustainability Officer Person Specification

Authority:	ADC / WBC
Service Block:	Digital & Resources
Section:	Sustainability
Post Title:	Sustainability Officer
Post Number:	TBC New post
Accountable to:	Strategic Carbon Reduction & Sustainability Manager
Management responsibility for:	N/A
Authority to liaise with:	Internal / External

Area	Requirements	
Qualifications	Essential	Desirable
	Degree or a comparable level of knowledge gained through experience, preferably in environmental / earth science / sustainability or related discipline	
Professional Registration (where applicable)		
Knowledge & Experience		
Technical	<p>Good general knowledge of sustainability, climate and biodiversity, and of related practice, policy and legislation at local, regional and national level.</p> <p>An understanding of the case for climate action, and an ability to communicate this knowledge and explain this to others.</p> <p>Successful track record in bidding for external funding</p> <p>Project management in a sustainability context, including budget management and</p>	<p>Knowledge and understanding of sustainable development and the planning system.</p> <p>Experience of providing advice and guidance on sustainability issues.</p> <p>Knowledge of the role of agencies involved in the sustainability agenda.</p> <p>Experience of successfully delivering projects on time and within budget, demonstrating the ability to present and report to boards and internal and external</p>

	<p>monitoring.</p> <p>Demonstrable experience of strong partnership working and stakeholder engagement.</p> <p>Good research and report writing capability (including web-based research).</p> <p>Commitment to continuous professional development</p>	<p>stakeholders and partners.</p> <p>Experience working with community groups and other stakeholders on the delivery of energy and carbon reduction related projects.</p> <p>Experience of working in a sustainability related role or sphere.</p>
Skills		
Communication/ relationship	<p>Passion for sustainability and desire to inspire others to act sustainably.</p> <p>Good communication skills in English with an ability to communicate effectively across all levels and to a variety of audiences.</p> <p>Excellent presentation skills</p> <p>Ability to negotiate and influence</p> <p>Experience of community / stakeholder engagement, and partnership working.</p> <p>Able to present complex information / concepts in an accessible way through written reports, bid writing and presentations.</p> <p>Able to work independently using initiative as well as able to work effectively as part of a team.</p> <p>Ability to work effectively with internal and external key stakeholders.</p>	<p>Experience of using social media and digital tools to run campaigns.</p> <p>Able to act to support the council's strategic direction, purpose, goals, objectives and values.</p> <p>A facilitative style, able to bring groups of people together, enthuse and motivate, and harness value</p>
Analytical/ judgmental	<p>Excellent analytical skills, including monitoring and reviewing data.</p> <p>Strong research and report writing capability (including web-based research).</p> <p>Ability to analyse data and write committee/senior management</p>	

	<p>level reports and business cases.</p> <p>Able to think creatively and be innovative in thinking</p>	
Planning/ organisational	<p>Accurate and methodical approach to project management, planning and prioritising.</p> <p>Some demonstrable experience of programme & project management</p> <p>Well organised, with an ability to manage time and use technology efficiently.</p>	Use of project management methods, such as PRINCE2
IT	Excellent IT abilities and a good working knowledge of new technology, ability to use and interpret databases, spreadsheets, social media and other software applications	
Abilities		
Physical	Reasonable level of mobility is required to conduct visits to organisations and groups across Adur & Worthing	
Mental / Emotional	<p>The ability to work to deadlines under pressure.</p> <p>Ability to multi-task and assess and respond to workload priorities.</p> <p>Calm and well balanced, able to cope under stress.</p>	
Working conditions / Style	Flexibility to work some unsociable hours is a requirement of the post	
<p>Other:</p> <ul style="list-style-type: none"> Be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy 		

Person Specification agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	

Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Executive Head of Service: <i>(print name)</i>	
Signature:	
Date:	